

Position Details:		PDSJ007	
Employee Name:		Position Title:	Assistant in Nursing Cert IV
Manager's Name:		Manager's Position Title:	Manager Aged Care
Risk Category:	Category A	Award Classification or Job Grade:	Care Services EBA
Employment Type: (mark correct box)			
Permanent/Ongoing	<input checked="" type="checkbox"/>	Fixed Term/Contract	<input type="checkbox"/>
Casual	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
Checks Required: (mark correct box)			
Criminal History Check	<input checked="" type="checkbox"/>	Child Protection Check	<input type="checkbox"/>
Prohibited Employment Declaration	<input type="checkbox"/>		

Mission/Vision Statement of the Employer

Mission Statement

St. Vincent's Hospital, established by the Catholic Diocese of Lismore in 1921, is a community working together in faith, hope and charity, providing quality health care marked by compassion and respect for the human person in the spirit of Jesus Christ.

Values Statement

We believe in and cherish COMPASSION as the core value within our services. We are committed to RESPECT and TEAMWORK. These values empower our actions in the spirit of St. Vincent's and enable healing.

Purpose of the Position

To provide nursing care within the scope of the Cert IV AIN (with medication endorsement) and under the direction of the Registered Nurse.

Responsible for

The Certificate IV AIN is a member of a unit team and assists in the delivery of competent, quality nursing care at an advanced level under the direction of the Registered Nurse / Manager Aged Care.

Key Relationships / Interactions

Manager Aged Care	Clinical service team members (Dr's, Department Heads, Nurses, Wardsmen and Ward Business Coordinators etc).
All Hospital and Nursing Home staff, patients, residents and carers	Executive Team
Service Providers	Volunteers

Education / Experience

To function effectively in this position, the Certificate IV AIN must have a Certificate IV in Aged Care with medication endorsement.

Position / Knowledge / Qualification Requirements

AIN Certificate IV	Demonstrated knowledge of the principles governing WH&S, Infection Control, Quality Improvement and Waste Management
Commitment to the Mission and Values of St Vincent's Hospital	Proven interpersonal/communication skills & ability to work with a multi-disciplinary team

Major Accountabilities of Position

Patient/Resident Care	Team Work
Self	Administration
Quality and Workplace Health and Safety	Compliance and Legislative Knowledge

Responsibilities

PATIENT / RESIDENT CARE:

- To observe and report the health status of patients/ residents and ensure that a high quality of care is provided
- Report to the RN any change in the patients/ residents condition
- To provide comfort and support when necessary to patients/ residents and carers
- Participate in education programs for patients/ residents and relatives under the direction of a RN
- Maintain a clean, safe environment for patients, visitors and staff
- Demonstrate knowledge of location, care and use of basic equipment pertaining to the clinical area
- Assist with patient accommodation moves when required
- Suggest ways to solve problems and make improvements in the clinical area
- Patient/ resident care is delivered in an efficient and cost effective way
- In collaboration with RN, contribute to the formulation of assigned nurse care plans and upgrade as frequently as required as per Primary Care Nursing Practice Guideline
- To administer accurately and timely medications to residents in accordance with the Guide to Handling of Medications in Nursing Homes NSW
- To attend Wound Care for residents requiring this according to St Vincents Hospital and St Josephs Nursing Home Policies

TEAMWORK:

- Mentor junior nursing personnel and students
- Assist AINs in providing high quality care that is efficient and cost effective
- Participate in staff education of nursing peers in clinical area
- To participate with nursing and other staff in coordinating harmonious working relationships and maintain open channels of communication
- Act in accordance with the St Vincent's Code of Conduct and St Joseph's Team Charter
- Ensure adequate communication with nursing staff and managers
- Assist in completing team objectives. Share information and learning experiences
- Participate in team meetings and decision making processes
- Participate actively in setting team goals and possess a willingness to take on additional responsibility to improve team performance
- Bring to the attention of the Manager Aged Care any conflict or issues within the team
- Be accountable for the resident care experience
- Complete all mandatory training as required
- Be prepared to work elsewhere in the Nursing Home if required.

SELF:

- Hold self accountable for the optimum delivery of nursing care at an appropriate level
- Bring to the attention of the RN or WH&S Manager any unsafe appliances, furniture or work practices that are noticed during the working day
- Not engage in risky, hazardous, or unsafe work practices which may endanger the safety of oneself or others.
- Attend all mandatory training as required
- Exhibit a commitment to quality service and participate in activities to enhance continuous quality improvement
- Participate in in-service programs and external programs for self-enrichment in order to maintain a high quality of nursing care
- Complete self-appraisal within timelines
- Take annual leave within 6 months of it falling due
- Provide a record of status of immunity to the Infection Control Coordinator and comply with hospital policy pertaining to staff immunity

ADMINISTRATION:

- Documentation is under the direction of the RN
- Ensure that all patient documentation remains strictly confidential

QUALITY AND WORKPLACE HEALTH AND SAFETY:

- Cooperate with the Hospital Campus to enable compliance with the relevant National Standards
- Comply with the Hospital Campus Workplace Health and Safety policies, procedures and instructions to ensure the health and safety of yourself and others at the Hospital Campus
- Cooperate with the Hospital Campus to enable compliance with the relevant WHS legislation and regulations
- Take all measures to ensure that the department under your control is safe and without risk to health and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health
- Report unsafe or unhealthy conditions or behaviour to the Manager
- Participate and contribute to Infection Control principles in the ward/unit and hospital.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE:

All employees must comply with the requirements of:

- The Code of Conduct;
- Hospital Campus laws, rules and policies; and
- All relevant federal and state legislation, rules and regulations.

Signature of Manager

Signature of Employee

Dated

Dated